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Tender

## **Delivery of Community Funerals - Funeral Director Services**

Portsmouth City Council

F02: Contract notice

Notice identifier: 2022/S 000-015824

Procurement identifier (OCID): ocids-h6vhtk-034475

Published 9 June 2022, 9:35am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO12AL

#### **Contact**

Procurement Service

#### **Email**

[procurement@portsmouthcc.gov.uk](mailto:procurement@portsmouthcc.gov.uk)

#### **Telephone**

+44 2392688235

**Country**

United Kingdom

**NUTS code**

UKJ31 - Portsmouth

**Internet address(es)**

Main address

<https://www.portsmouth.gov.uk/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Delivery of Community Funerals - Funeral Director Services

#### **II.1.2) Main CPV code**

- 98370000 - Funeral and related services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Portsmouth City Council, "the Council", is inviting tenders from suitably qualified funeral directors, "the Supplier" to deliver funeral and burial services.

Under Section 46 of the Public Health Act 1984 Local Authorities have a statutory duty to make arrangements for the disposal of a deceased's body if it appears to the local Council that no suitable arrangements have been made.

Agencies such as the Coroner's Office and the National Health Service will notify the Council whenever they are unable to find any relatives who are willing and able to arrange a funeral for a deceased person. In the event that there is no-one able or willing to organise a funeral Councils have a duty to instruct a funeral director to make all necessary arrangements for a funeral service and burial.

The Supplier will be responsible upon instruction for the collection of the deceased's body from the Queen Alexandra Hospital mortuary or from another identified location within Portsmouth or the surrounding area, and for arranging the funeral, providing a suitable coffin, vehicle and adequate staff on the day of the funeral. All deceased bodies will be buried unless otherwise instructed by the Council.

The Council is targeting to have awarded the contract by 23rd August 2022 with a subsequent commencement date of 1st October 2022.

The initial Contract period will be for 3 years with possibility of extending the term by a further 4 years to a maximum total term of 7 years in increments to be agreed, subject to the agreement and performance of both parties.

The estimated value of the contract is £60,000 to £65,000 per annum based on the last 7-years average. The Council gives no guarantee or warranty or makes any representation as to the accuracy of any indicative volumes or as to the value of the work during the contract period.

The procurement process will be undertaken in line with the following programme:

- Issue FTS Contract Notice - 9 June 2022
- Issue Invitation to Tender - 9 June 2022
- ITT Return Deadline - 15 July 2022 at midday
- Standstill period - 13 August 2022 - 22 August 2022
- Contract Award - 23 August 2022
- Service Commencement - 1 October 2022

Application is via completed tender submission by the deadline stated above via the Council's e-sourcing system InTend which will be used to administrate the procurement process, the system can be accessed free of charge via the web link below:

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

### **II.1.5) Estimated total value**

Value excluding VAT: £455,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 39296000 - Funeral supplies
- 98371000 - Funeral services

### **II.2.3) Place of performance**

NUTS codes

- UKJ31 - Portsmouth

Main site or place of performance

Portsmouth, UK

## **II.2.4) Description of the procurement**

The Supplier will perform in accordance with the 'Code of Practice' of 'the National Association of Funeral Directors':

The Supplier will be required to carry out burials as instructed by the Council. The requirement for cremations will only be carried out upon explicit request, however these are a possibility.

The supplier will be required to carry out the following duties / funeral arrangements including, but not limited to:

- The Suppliers services and arrangements for the burial (this will include liaison with third parties as necessary - such as partner authorities and friends / family of the deceased)
- the collection of the deceased from the Queen Alexandra Hospital mortuary (or other locality as necessary) to the Supplier's mortuary.
- the collection of the deceased out of normal working hours as is necessary
- care of the deceased from point of collection to the funeral
- the provision of a coffin suitable for the purpose of burial - to include a name plate and other necessary furniture
- a glass sided hearse to take the deceased to the cemetery.
- all necessary funeral staff and professional liveried pall bearers
- appropriate religious services at the graveside for all burials
- the cemetery fee
- the provision of administrative and financial staff
- all coffins shall be accompanied by a floral tribute and other accompaniments as defined by

the Council .

The Supplier is advised that on occasions burials may take place outside the boundary of Portsmouth.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £455,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

84

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The initial Contract period will be for 3 years with possibility of extending the term by a further 4 years to a maximum total term of 7 years in increments to be agreed, subject to the agreement and performance of both parties

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

The Supplier will perform in accordance with the 'Code of Practice' of 'the National Association of Funeral Directors'.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

15 July 2022

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

15 July 2022

Local time

1:00pm



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

The High Court of Justice

The Strand

London

WC2A 2LL

Telephone

+44 2079476000

Country

United Kingdom

Internet address

<https://www.justice.gov.uk/>